

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
FINANCE COMMITTEE**

**Thursday, December 19, 2013 – 12:45 P.M.**

**100 West Keenan Street, Rhinelander, Wisconsin**

**Members Present:** Cushing, Krug, Platner (12:47 P.M.), Queen

**Members Absent:** None

**Call Meeting to Order:** Chair Krug called the meeting to order at 12:45 P.M. Also attending were Park Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Financial Services Manager; Erv Teichmiller, Chair, ADRC-NW Board of Directors; and Miki Bix, Secretary, ADRC-NW Board of Directors.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Cushing moved to approve the agenda with twelve items; Queen seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the November 1, 2013 Joint Executive/Personnel Committee & Finance Committee Meeting:** Queen moved to approve the minutes of the November 1, 2013 Joint Executive/Personnel Committee & Finance Committee meeting; Cushing seconded. All Ayes. Motion Carried.

**Financial Statements & Payments:** Due to time constraints, this item was not fully addressed during this meeting. However, after review, Queen moved to approve and place on file subject to audit the October 2013 Transactions in the amount of \$122,208.04; Platner seconded. All Ayes. Motion Carried. It was noted that two line items on the October 2013 Revenue/Expense Report, “Professional Dues” and “Meals, Lodging & Miscellaneous Travel”, are currently over budget for the year. However, the overall budget itself is well under budget. Our fiscal policy does not allow for line items to be over budget, so this situation must be rectified at the next meeting with a line item transfer.

**Line Item Transfers:** There were none.

**Carryover Funding Requests:** Parkkila reported that carryover funding requests will be made for some additional furnishings in the Spruce room, for marketing, additional resources for staff library, and any identified furnishing and/or equipment needs that were not met or received in fiscal year 2013 such as equipment and furnishings for the new receptionist in Forest County, the part-time Disability Benefit Specialist in Medford, and the Lac du Flambeau office. Items must be received by the ADRC-NW before January 1,

2014 in order to be in the 2013 budget, so these items must be handled through carryover requests.

**Health Reimbursement Reconciliation:** Rideout would like clarification regarding the Health Reimbursement Account payouts authorized by the ADRC-NW Board last month. If the payouts are classified as “payments in lieu of benefits” (for full funding of the HRAs), then no deposit would have to be made to the individual employee’s retirement account. The previous action by the Board of Directors authorized that a cash payment be made to the two employees to cover the amounts that should have been placed in their Health Reimbursement Accounts and that these cash payments include the amount of taxes due on these payments. The Executive/Personnel Committee previously recommended that the “payments in lieu of benefits” language be added to the earlier authorization. Queen moved to add to the earlier authorization that the cash payments authorized are in lieu of the HRA fringe benefits. Cushing seconded. All Ayes. Motion Carried.

**Wage Increase for Functional Screen Liaison:** After discussion and review of the action of the Executive/Personnel Committee, Queen moved to recommend to the full Board of Directors that the wage for the Functional Screen Liaison be increased by 8% because of her functional screen duties and the fact that she is the designated Regional Supervisor in Forest County. Platner seconded. All Ayes. Motion Carried.

**Future Agenda Items:** Update on group health insurance, line item transfers

**Next Meeting Date & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, January 25, 2014 at 12:00 Noon.

**Adjournment:** With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 1:03 P.M.

**Handouts:** Minutes of the November 1, 2013 Joint Executive/Personnel Committee & Finance Committee meeting; October-November 2013 Credit Card Expense Report; October 2013 Revenue/Expense Report; October 2013 Transactions; 2012 ADRC Federal & State GPR Revenue with 2013 Comparisons; October 2013 Time Report; 2014 Oneida County Health Plan (HMO); ADRC of the Northwoods HRA Information.